

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: September 14, 2015
CC: All Departments



Please Submit Articles for the 2015 Fall Newsletter to Alison by October 19th

Town Administrator: My first week was a busy one meeting and talking with many of the office staff and reviewing transition and pending items with Interim Town Administrator Carol Granfield. I attended the Carroll County delegation public hearing on Tuesday where they approved a supplemental budget of \$2.4 million. On Thursday I assisted with the bid opening for the sale of Town property, sat in on the exit interview for Andy Daigneau and attended my first Select Board meeting. On Friday I met briefly with the Single Stream Recycling Review Committee, attended my first department head meeting that resulted in a change in the day and location. The department head meetings will now be held on the first Tuesday of the month at 9 a.m., at Town Hall in the small conference room (fka nurses office). On Friday afternoon I assisted Scott with the road project bid opening and met with Tom Sawyer of Lakes Region computer to review laptop options. This week I plan to focus on reviewing the FY 2015 budget, initiating the FY 2016 budget preparation process with Heidi, and arranging for the transfer of Town property sold during last week's sale. I have time scheduled with Chief Wetherbee, Chief Bengtson and Scott Kinmond to tour their facilities and discuss their operations. On Wednesday I plan to attend a meeting of the Winnepesaukee River Basin members. Friday I will be in Concord for the monthly meeting and training of the MMANH (Municipal Managers Association of NH).

Finance: Nothing to report this week.

Assessor: Nothing to report this week.

Tax Collector: Nothing to report this week.

Town Clerk: The Deputy Town Clerk and I attended the 90th NH City and Town Clerk's Conference last week. I was recognized for my longevity of 30 years as a Town Clerk and Deputy for Moultonborough. The conference speakers were Dave Scanlan, Assistant NH Secretary of State's office updating information of election laws and procedures. There was a demonstration on the new computer that will be used in the Accessible Voting machine taking place of the fax machine we now use. I was given a camera and information because starting with the 2016 elections we are required to take pictures of anyone who does not have an appropriate ID. Other speakers were Richard Bailey, the Director of the NH Department of Motor Vehicles, Priscilla Vaughn the Supervisor of Title and Anti-Theft, and two department supervisors who spoke on their new laws and procedures, Steve Wurtz the NH State Registrar of the Vital Records Bureau, Paul Lockwood from DES, Paul Bergeron from NH State Historical Records Advisory Board, and Jacqueline Pelletier Goffstown Police Officer and RAD Instructor gave a presentation on Risk Awareness and Risk Reduction.

Public Works & Facilities: The week was again dominated with the Highway crew working on road project areas, with pavement removal, staking center line offsets on Randall and Castle Shores Roads, and marking tree removals on Wentworth Shores and Shaker Jerry Road intersection. The crew maintained gravel roads on Bodge Hill, Glidden and Von-Hurst Roads. The crew also did drainage maintenance on Red Hill Road, for plugged culverts from heavy rains. The crew did routine general maintenance along with tree debris clean up, and tree removal review with the tree company vendor. Truck #7 and 10 still remain out of service for major mechanical repairs. Agent Kinmond processed an emergency street excavation permit for a failed water line on Randall Road, reviewed trees for removal with the tree removal company vendor, assisted a resident with review and assessment of a drainage problem, and attended CPM class on Employment Law. Agent Kinmond will be assisting the NHPWA as Coordinator of the 10th Annual Ken Ward Memorial Plow Rally on Tuesday and Wednesday in New Boston.

Facility & Grounds Division: The Highway Garage lunchroom is still in the works. Decorative Interiors, Tarkett, NRF distributors, Clean ORama and All Brite Cleaners met at Town Hall in reference to the flooring, for test areas to be stripped and re-waxed. The investigation is still in process, with the next test area being the south hallway. The grounds crew cut and trimmed the Lions Club, Public Safety Building slopes and Lee's Mills. Courts at the Playground were cleaned, trash removed and the soccer fields were lined. Recyclables at the buildings were collected and repairs to mowers were also done. Interviews were conducted for Facilities Team Leader, and a conditional offer was issued by the Selectmen, and pre-employment testing has begun.

WMF Division: The Co-managers reported that they shipped 2 containers of clean wood, 1 demo, 1 msw, 50 yard container of ferrous metal and 30 yard mix paper. The staff is working with NRRA on shipping aluminum and steel cans and cardboard as they have full loads of both. Agent Kinmond put together a draft annual budget with the single stream concept for review at the SSRC meeting on 9/14.

Moultonborough Police Department: The Moultonborough Police Department recorded 402 log entries, which included the following calls for service, 27 motor vehicle stops, 14 assists to Fire/EMS, 0 Directed Patrols, 2 arrests, 3 complaints, 3 MV Accidents, 5 MV Complaints, 6 residential alarms, 8 commercial alarms and 6 K-9 complaints

Training: Sept. 9th, Det. John attended Basic NDEX Training.

Moultonborough Fire Department: Year to date there has been 629 calls for emergency service. For the period of 9/4/15 to 09/10/15 there were 22 calls for service: (14) Medical Emergencies, (2) Motor Vehicle Accidents, (1) Aircraft Standby, (1) Authorized Controlled Burning, (1) Lift Assist, (1) False CO Alarm, and (2) False Fire Alarms.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 9:35 minutes

Overall Average Manpower per incident: 5 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 7:06 min.

Overall Average Day Time Manpower per incident: 5 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 12:20 min.

Overall Average Night/Weekend Manpower per incident: 5 Firefighters/Incident

Operations: 9/7, Moultonborough Fire Rescue and Stewart's Ambulance responded to an ATV rollover on Ossipee Mountain Road. The patient was a little over a mile off the road in the woods. Fire, EMS and NH Fish & Game personnel accessed the patient using a department ATV and received assistance from the Tilton family and their ATV's. The patient was removed from the woods a little after 9 pm and transported to Moultonboro Airport, where a waiting helicopter flew the patient to an appropriate care level hospital. The Fire Department would like to thank the Tilton family for their invaluable assistance in this incident.

Office of Development Services Planning:

Town Planner: Nothing to report this week.

Code & Health Office: Ken Balance of Center Harbor will be covering for inspections during my vacation leave of the 21st through the 28th of September. The water test results for the Playground came back, all is well. I issued 5 building permits and 7 subcontractor permits last week. I have 13 building permits that have been reviewed and are ready to issue. I am working on several complaints that recently came in, however, many contain issues that the Town has no authority to resolve.

Human Services: Nothing to report this week.

Recreation Department: The opening day for soccer went well last weekend. Participants in grades 3rd-6th will continue practices and games next Saturday with Meredith. Donna Kuethe is at the National Recreation and Park Association National Conference. She is one of the presenters at the conference and her session on personal and professional resiliency was chosen as a highlighted session by NRPA. She will be presenting Wednesday, September 16. She will also be presenting NRPA Hall of Fame Induction Honors to the Family of "Wink" Richard Tapply from Bristol, NH.

Important Dates to Remember

Board of Selectmen's Meeting & Public Hearing, September 17, 2015, 7 PM

Board of Selectmen's Work Session, September 24, 2015

Board of Selectmen's Meeting, October 1, 2015, 7 PM

Staff Meeting, Tuesday - October 6, 2015, 9 AM